

Death

For all deaths, notify Employee Benefits within 48 hours of notice of death by Faxing a completed Life/AD&D Informants Form (copy is included in this section) and the latest Life/AD&D Insurance Enrollment & Change Form with a beneficiary designation.

Submitting Forms

For employees and/or spouses to enroll, change coverage amount, or change the beneficiary designation, they must complete the enrollment/change form. They must also complete a Medical History Statement for each adult applicant.

The enrollment/change form, will need to be submitted to there payroll/personnel administrator, as for the Medical History Statement this should be mailed directly to Standard Insurance Company at:

Standard Insurance Company
Medical Underwriting
920 SW Fifth Avenue
Portland, OR 97204-1282

If approved, coverage will be effective on the first of the month following approval, subject to the Active at Work provisions of the policy.

All Life/AD&D Insurance Enrollment & Change Form originals must be maintained at the agency payroll or personnel administrator's office. The forms are required when reporting a death.